



UNITED STATES MARINE CORPS  
COMMANDING GENERAL  
BOX 788100  
MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS CALIFORNIA 92278-8100

CCC 1650.2F

02

COMBAT CENTER ORDER 1650.2F



From: Commanding General  
To: Distribution List

Subj: MARINE NONCOMMISSIONED OFFICER OF THE QUARTER/MARINE OF THE  
QUARTER PROGRAM

End: (1) Marine Noncommissioned Officer of the Quarter/Marine of the  
Quarter Program

1. Purpose. To establish a Marine Noncommissioned Officer of the Quarter/Marine of the Quarter program, and prescribe guidelines and procedures governing the conduct of the program.
2. Cancellation. CCO 1650.2E.
3. Information. It is important that proper recognition be given to those Marines who continually set an example in appearance, professional performance, and demonstrate outstanding qualities of patriotism and citizenship. To properly recognize truly noteworthy Marines in the grades of Sergeant and below, a Marine Noncommissioned Officer of the Quarter/Marine of the Quarter program is hereby established.
4. Selection Board. The selection board will consist of the following personnel:
  - a. The Marine Corps Air Ground Combat Center (MCAGCC) Sergeant Major (Senior Member)
  - b. Sergeant Major, Headquarters Battalion (Member)
  - c. Sergeant Major, Marine Corps Communication-Electronics School (Member)
5. Conduct of the Program. The following guidelines govern the conduct of the program:

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a. Personnel nominated should have demonstrated an exceptionally high degree of professionalism and moral character in all respects.

b. Sergeants and Corporals will be considered for Marine Noncommissioned Officer of the Quarter and Lance Corporals and below will be considered for Marine of the Quarter, during the months of January, April, July and October.

c. Nominations are limited to one Marine per award (Noncommissioned Officer and Lance Corporal and below) from the following organizations:

(1) Headquarters Battalion.

(2) Marine Corps Communication-Electronics School.

d. Commanders of organizations listed above will submit nominations to the Commanding General, CAttn: Sergeant Major) by the 5th day of the month following the last month of the quarter (i.e., First quarter of a calendar year is 1 January-31 March; nominations would be due by 5 April). All nominations will be submitted using the format shown in enclosure (1). To expedite processing and interviewing, no deviations from the format or the items of information required will be permitted. The nominee's service record book with a current Basic Individual Record (BIR) and Basic Training Record (BTR) must accompany the nomination.

e. A nominee must be a qualified swimmer, have passed a Physical Fitness Test (PFT), and have received a passing score on the Essential Subjects Test (EST) for the current year. Additionally, those competing for Marine Noncommissioned Officer of the Quarter must have completed as a minimum, a two week Noncommissioned Officer Basic Course or the MCI 8000 series (The Sergeants Course Nonresident program) and those competing for the Marine of the Quarter must have demonstrated their active participation in the Commandant's reading list.

f. The selection board will be convened by the MCAGCC Sergeant Major before the 10th of the month nominations are due, and will interview all nominees scheduled to appear. Nominees will be graded in the following areas:

(1) Military appearance.

(2) Professional Knowledge in their Military Occupational Specialty (MOS)

(3) General Military Subjects knowledge.

(4) Citizenship. Examples:

(a) Knowledge of current events.

(b) Knowledge of government.

6. Awards. The Marine who is selected as Marine NCO of the Quarter/Marine of the Quarter will be awarded the following:

a. A Certificate of Commendation from the Commanding General.

b. A letter of congratulation signed by the Commanding General, sent to the Marines' next of kin

c. In addition to the above, the selectee may accept any awards or honors customarily offered or made by the civilian community as recognition of the selection.

7. Action

a. The Commanding Officers of organizations listed in paragraph 5c will:

(1) Implement and establish necessary programs to promote and enhance the competitive spirit of this program.

(2) Conduct quarterly screening procedures of members of their organizations to determine their qualifications, per this Order, for nomination as Marine NCO of the Quarter/Marine of the Quarter, and nominate eligible Marines following the instructions of this Order.

(3) Ensure the widest dissemination of this Order and post a copy on all appropriate organizational bulletin boards.

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b. The MCAGCC Sergeant Major will convene the quarterly selection board following the provisions of this Order.

8. Summary of Revision. This Order has been revised to reflect current command relationships.

9. Applicability. This Order is applicable to Headquarters Battalion and Marine Corps Communication-Electronics School.



A. KEENAN  
Chief of Staff

DISTRIBUTION: A-1

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MARINE NONCOMMISSIONED OFFICER OF THE QUARTER/  
MARINE OF THE QUARTER PROGRAM

The following data sheet will be filled out in its entirety.

MERITORIOUS:                      REGULAR:                      UNIT:

NAME: \_\_\_\_\_ RANK:

MOS:                      SSN:                      SWIM QUAL:

0145 PASSED:                      FAILED:

RIFLE SCORE/DATE:                      PFT SCORE/DATE/CLASS:

AFABD:                      YEARS:                      PRIOR SERVICE:

LATEST PRO/CON MARKS:                      AVG IN SERVICE:

DOR:                      GCT/GT: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MCI/OFF DUTY EDUCATION: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

SERVICE SCHOOLS: \_\_\_\_\_

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\_\_\_\_\_

ENCLOSURE (1)

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AWARDS/LETTERS: \_\_\_\_\_

\_\_\_\_\_

PAGE 11 ENTRIES OF DEROGATORY/FAVORABLE NATURE:

\_\_\_\_\_

PAGE 12 ENTRIES: \_\_\_\_\_

DATE OF BIRTH: MARITAL STATUS: CHILDREN:

REMARKS: \_\_\_\_\_

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\_\_\_\_\_

ENCLOSURE (2)